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MEMORANDUM FOR: Inspector General

MAR 11 1954

SUBJECT : Office of Personnel Memoranda

1. The attached binder contains all of the Office of Personnel Memoranda (OPM) currently in effect. The delay in responding to your request for copies of these instructions was the result of completing conversion to the new classification system explained below and of preparing typed copies of those out of print.

2. You will note that the OPM's carry two numerical codes. The "classification number" shown above the title relates the OPM to the Agency regulatory system. The "serial number" in the lower right hand corner is a chronological and control identification. The classification system is explained more fully in OPM 5-130-2 (13-54). In order to expedite conversion to the new system, previous OPM's still in effect have been classified and renumbered in pen and ink pending revision and re-issuance.

3. The attached binder has been arranged by classification number. A listing of current classification numbers and corresponding subjects is included in the front of the binder. A serial listing of OPM's has also been included for reference. Arrangements have been made to insure distribution of new OPM's to your office. It is suggested that they be added to the serial listing and inserted in the binder according to classification in order to maintain current and comprehensive coverage of these issuances. Rescinded OPM's should be destroyed.

4. You will note that a number of these memoranda are out of date organizationally and, in some details, are stale as to subject matter. Others evidence the speed with which it was sometimes necessary to issue them without too much regard for the niceties of style. The next phase of the conversion plan will include a critical re-examination of the older OPM's and issuance of new and improved instructions as required. This phase will necessarily take some time as it must be carried on with due respect for more urgent requirements.

Harrison G. Reynolds  
Assistant Director for Personnel

## Attachment

PRDS/[ ]:mpg (9 Mar 54)

Distribution:

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2 - ~~Approved~~ For Release 2002/08/06 : CIA-RDP80-00679A000200020041-9

3 - PRDS *Subject file*

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